



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-121100 Postsecondary Education Policy	Issued: 02/10/06 Effective: 02/10/06	Reviewed: 05/28/19 Revised: 05/28/19
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-000100*

REFERENCES:

- A. ACA Expected Practices 5-7B-4464, 5-7B-4470 through 5-7B-4475, *Performance Based Expected Practices for Adult Correctional Institutions*, 5th Edition.
- B. Correctional Education Association Standards Commission, *Performance Standards for Adult and Juvenile Correctional Education Programs*, July 2004. CEA Standards 37, 43, 49 and 63.

PURPOSE:

To establish guidelines for an education program that provides college level courses leading to a degree, and/or vocational certificate to qualified New Mexico Corrections Department (NMCD) inmates.

APPLICABILITY:

Education staff, classification, security and Central Office administration: NMCD inmates.

FORMS:

- A. **Tuition Payment Information for Self Pay Students** form (CD-121101.1)
- B. **Independent Course of Study Request** form (CD-121101.2)
- C. **Inmate Purchase Order for College/Vocational Courses** form (CD-121101.3)
- D. **Transcript Request** form (*CD-121101.4*)

ATTACHMENTS:

Postsecondary Education Audit Tool Attachment (*CD-121101.A*)

DEFINITIONS:

- A. A.A.: Associate of Arts
- B. A.A.S.: Associate of Applied Science

- C. AE: Adult Education
- D. ACA: American Correctional Association
- E. Accuplacer: College Entrance Assessment
- F. Blackboard: A software platform giving access to class assignments and educational materials.
- G. CASAS: Comprehensive Adult Student Assessment System
- H. CEA: Correctional Education Association
- I. COMPAS: Risk and needs assessment tool for community-based offenders and inmates.
- J. Continuing Student: A student who has been transferred from another facility shall be admitted to their assigned facility college program through completion of prerequisites and previous participation in postsecondary educational programming funded by the Department.
- K. GED: General Educational Development
- L. GPA: Grade Point Average
- M. H.S.D.: High School Diploma
- N. H.S.E.C. : High School Equivalency Credential
- O. Independent Study Course: a course of study done by a student without an instructor or with help from an instructor but not as part of an organized class. The **course** may include directed readings, applied work, or other activities deemed appropriate. This course must be prior approved through committee prior to student being enrolled and course must be accredited through the Higher Learning Commission. Non approved course will not be considered for LSA.
- P. National Reporting System: A project of the United States Department of Education that sets benchmarks for educational functioning levels and approves tests for accurate measuring of these levels.
- Q. New Student: A student who has not previously participated in postsecondary education funded by the Department.
- R. NRS Level 5 (Low Adult Secondary Education): An educational functioning level that indicates reading and/or math skills at the 9 to 10.9 grade level and indicates preparedness for beginning postsecondary education. Indicated by TABE 9/10 reading scores from 567 to 595, CASAS reading scores from 236 to 245, TABE math scores from 566 to 594, and CASAS math scores from 236 to 245.

- S. PRD: Projected Release Date
- T. Qualified Inmate: An inmate meeting at least the minimum requirements as set forth in procedure (CD-121101) E. 1-2.
- U. Self-Pay: After receiving a degree or certificate while incarcerated and the tuition which was paid by NMCD, the inmate would then be responsible for payment of their own tuition. Even with self-pay, the inmate must have the program/course (through approved college) pre-approved by committee prior to enrolling in the course. Non approved course will not be considered for LSA.
- V. TABE 9-10: Tests of Adult Basic Education
- W. Transfer Student: A student who has previously participated in postsecondary education before incarceration and transfers credits earned to a partnering postsecondary institution and then participates in postsecondary education funded by the Department.
- X. Work Keys: Workplace Aptitude Assessment
- Y. Self Pay Students: Students paying their own tuition and fees who are participating in postsecondary educational programming through a partnering college. Student who obtained a degree funded by NMCD and are seeking another degree.
- Z. Distance Learning: a method of study where teachers and students do not meet in a classroom but use the correspondence via mail, etc., to have classes. This course must be prior approved through committee prior to student being enrolled and course must be with NMCD partnering colleges.

POLICY:

- A. New Mexico Corrections Department (NMCD), Education Department (ED) will, at its discretion, provides postsecondary education to qualified inmates. These programs shall: [CEA-37, 43, 49, & 63]
- Provide postsecondary education that lead to a college degree for qualified inmates.
 - Be consistent with the needs of the inmate population.
 - Provide advisement and educational counseling by professional personnel to students.
 - Be evaluated by NMCD ED at least annually for compliance with this and all other applicable policies and procedures.
 - Include provisions to meet the needs of qualified inmates who require special placement due to physical, mental, emotional or learning disabilities.
- B. NMCD, ED **does not** discriminate on the basis of race, color, national origin, gender, or handicap in its programs, activities, or inmate employment. In situations where staff or students determine a scheduled class, activity, or facility is not accessible to them because of disability, they should immediately contact the facility Supervisor of Education.
- c. For inmates participating in a postsecondary programming, NMCD Central Office Administration, Classification, Education Department, and facility Wardens should

collaborate to minimize transfers except for safety, security or disciplinary purposes. However, an inmate's enrollment or participation in postsecondary education programs will not preclude the inmate from being transferred in accordance with NMCD policies or otherwise guarantee the inmate's placement at any particular facility. Inmates enrolled in postsecondary programs may be transferred to any NMCD facility without regard to whether the receiving facility offers the same or similar postsecondary education programming.

- D. Postsecondary programs shall be recognized, certified, or licensed by the Higher Education Department (HED) or other recognized agency having jurisdiction. **[5-7B-4470]**
- E. Academic and vocational personnel policies and practices shall be comparable to local jurisdictions or other appropriate jurisdictions. **[5-7B-4473]**
- F. The NMCD shall provide for a system of academic and vocational as well as initial screening, assessment and evaluation to determine each inmate's educational needs. **[5-7B-4474]**
- G. Accommodations shall be made to meet the educational and vocational needs of inmates who require special placement because of physical, mental, emotional or learning disabilities. **[5-7B-4475]**
- H. The NMCD shall provide for a comprehensive educational program, available to all inmates who are eligible that includes the following: **[5-7B-4464]**
 - a. Cognitive Education;
 - b. General education;
 - c. GED preparation;
 - d. Special education;
 - e. Vocational education;
 - f. Postsecondary education; and
 - g. Other education programs as directed by the Superintendent of Education
- I. Academic and vocational training programs shall be assessed against stated objectives by qualified individuals, professional groups, and trade associations; this assessment shall be done at least every three years. **[5-7B-4471]**
- J. All academic and vocational educational personnel shall be certified by Higher Education Department (HED) or other comparable authority. **[5-7B-4472]**



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
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CD-121101 Postsecondary Education Procedure	Issued: 02/10/06 Effective: 02/10/06	Reviewed: 03/30/20 Revised: 05/28/19
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-121100*

PROCEDURES: [5-7B-4464]

A. Program Description:

The NMCD Education Department (ED) provides a variety of postsecondary classes to qualified inmates in all facilities. Some programming may be limited or otherwise restricted in accordance with security or other facility concerns. This programming is intended to provide higher educational opportunities to inmates who have a High School Diploma or High School Equivalency Credential and wish to further their education. To accomplish this, each postsecondary class must comply with the standards stated below.

1. Postsecondary classes will be provided by an accredited college or university and will be provided in a variety of ways including but not limited to virtual learning environment (Blackboard, Moodle, etc.) on-site classroom instruction, media instruction or correspondence.
2. Postsecondary classes offered lead to an Associate of Arts (A.A.) and Associates of Applied Science (A.A.S.), or vocational certificate.
3. Classroom and lab spaces must meet security, safety and fire standards.
4. Program must meet all other appropriate NMCD standards for programming.

B. Program Organization:

The NMCD ED provides administration, guidance and oversight of all NMCD postsecondary programs. Under the Supervision of the Superintendent and/or the Deputy Superintendent, the Supervisor of Education (SOE) provides general program oversight and administration of programs at all adult facilities. The college facilitator and serves as Academic Advisor for incarcerated college students.

C. Program Evaluation: [5-7B-4471]

Each postsecondary program at each adult prison facility will be evaluated by NMCD Education Department at least annually for compliance with this and all other applicable policies and procedures, as well as trade specific certification standards and requirements. Additionally, each program is auditable by American Correctional Association (ACA) and the Correctional Education Association (CEA). Specific programs may be audited by the credentialing or accrediting agency at the intervals required by that agency. Each College Facilitator will be observed at least quarterly by the Education Supervisor to evaluate facilitation techniques and effectiveness, classroom/lab management, student participation, appropriate content and classroom or lab safety and security.

Refer to attached Postsecondary Education Audit tool form (*CD-121101.A*)

D. Program Development and Monitoring:1. Program Monitoring:

Under the direction of the Superintendent and/or Deputy Superintendent, they will annually review the post-secondary education program for compliance, credentialing requirements and inmate needs.

2. Program Development:

Facility Supervisor of Education or NMCD/facility administrative staff requesting or recommending new postsecondary development or modification of an existing program must submit a written recommendation to the ED Superintendent and/or Deputy Superintendent for review. The recommendations must include but are not limited to the following:

- a. Justification for program addition or modification.
- b. Proposed curriculum.
- c. Instructional methodology.
- d. Explanation of how the proposed addition or modification would comply with current degree plans or vocational certifications offered. If additions or modifications do not comply with current degree plans or vocational certifications offered, then an explanation of how proposed additions or modifications would be implemented for new degree plans or vocational certifications is to be given.
- e. Required modifications to educational facilities and impact on current operations.
- f. Program startup and delivery costs.

E. Operating Procedures:1. Student Qualification Requirements:

Each inmate requesting admission to any NMCD postsecondary educational program must meet the following minimum requirements. Also, continuance in NMCD postsecondary educational programming will be evaluated each semester and will be based on the following:

- a. Possess a High School Diploma (HSD) or High School Equivalency Credential (HSE) certificate. This information must be recorded in the CMIS offender management system as verified by the Education Department Verification Records Office.
- b. Demonstrate a National Reporting System (NRS) Level 5, Low Adult Secondary reading level by CASAS or TABE 9/10.
- c. Demonstrate a NRS Level 5 math level by CASAS or TABE 9/10 to enroll in college level math and science classes. Students who do not demonstrate a level 5 in math may be placed in an ABE class for math remediation.

- d. An Accuplacer assessment may be required for new students in addition to a CASAS or TABE 9/10 assessment.
- e. Demonstrate aptitude, interest, or need for postsecondary programming via career exploration assessments, such as WorkKeys or risk and needs assessments, such as COMPAS. If the candidate is unable to demonstrate aptitude, interest, or need he or she may still participate in the program with the Education Supervisor's approval. This approval should be primarily based on program availability, and the candidate's genuine interest and ability to participate in and satisfactorily complete the program.
- g. Must have six months of clear conduct from a minor misconduct report and/or twelve months of clear conduct from a major misconduct report. Dates are measured from the first day of instruction of the current semester as reported on the postsecondary institution academic calendar.
- h. Continuing students must maintain, at a minimum, a 2.0 GPA in postsecondary courses.

2. Student Registration Requirements:

Each inmate requesting admission to any NMCD postsecondary educational program must register with the facility college facilitator as follows:

- a. Must complete the undergraduate application for admission and registration form (if applicable) prior to initial enrollment.
- b. Have official transcripts sent directly by ALL colleges or universities previously attended to the respective facility College Facilitator at the time of application to the program using the **Transcript Request** form (*CD-121101.5*). This shall be conducted only if the inmate plans to transfer credits toward degree plan they are working on. Inmate is responsible for any transcript fees charged by colleges or universities previously attended.
- c. Must sign appropriate safety and classroom rules agreements.
- d. Must sign **Inmate Purchase Order for College/Vocational Courses** form (*CD-121101.3*) for courses and materials.
- e. Purchase order will be submitted for grades of "D", "F", or "W". If a student withdraws due to circumstances beyond their control the purchase order will not be submitted. Purchase Order will also be submitted for damaged or lost materials in conjunction with postsecondary programs. Student may not be eligible to take postsecondary courses until the full amount is paid.
- f. Students owing a balance to the ED from a submitted purchase order will be barred from registration until the balance is paid in full
- g. Enrollment in postsecondary programs must be approved and inmates must be

formally assigned to education by classification committee action.

- h. New students may take up to two classes or six hours per semester without the consent of the SOE. All other students may take up to three classes or ten hours a semester without the consent of the SOE.
- i. Prior to registration, students wishing to take more than the maximum allowed hours or classes must submit a request to the Deputy Superintendent and may take more than the maximum allowed hours or classes upon approval and with the written consent of the Deputy Superintendent.
- j. Inmates receiving any disciplinary reports while enrolled may be expelled from postsecondary educational programs and the inmates will be responsible for paying for the cost of the courses.
- k. Inmates receiving a Urine Analysis (UA) positive for a controlled substance may be expelled from postsecondary educational programs and will be responsible for paying for the cost of the courses. A controlled substance is defined in the Controlled Substance Act. See §30-31-1, NMSA 1978.

2. Self-Pay Students

- a. Students paying their own tuition and fees who are participating in postsecondary educational programming are subject to the following qualifications:
 - 1) Possess a HSD or GED certificate. This information must be recorded in the CMIS offender management system.
 - 2) Demonstrate a National Reporting System (NRS) Level 5, Low Adult Secondary reading level by CASAS or Tests of TABE 9/10.
 - 3) Demonstrate a NRS Level 5 math level by CASAS or TABE to enroll in college level math and science classes. Students who do not demonstrate a level 5 in math may be placed in an ABE class for math remediation.
 - 4) Possess an Accuplacer assessment if applicable for new students in addition to a CASAS or TABE 9/10 assessment.
 - 5) Must complete the undergraduate application and registration form (if applicable) for admission prior to initial enrollment.
 - 6) Have official transcripts sent directly by ALL colleges or universities previously attended to the respective facility SOE at time of application to the program.
 - 7) Must sign appropriate safety and classroom rules agreements.
- b) Must provide a **Tuition Payment Information for Self-Pay College Students** form (*CD-121101.1*) and pay tuition in full by the beginning of midterm week as indicated on the postsecondary institution's academic calendar.
 - a. Must make payment to the postsecondary institution as agreed or will not be enrolled in subsequent semesters until the balance is paid.

3. Administration and Management:

Facility education staff will be responsible for the following:

- a. Strictly adhere to the guidelines of the “Student Qualification Requirements” when registering students into postsecondary classes.
- b. **Student Soft File:** The College Facilitator at each facility will maintain a student file (soft file) for each student enrolled in postsecondary courses. These files will be maintained in a secure manner and will not be accessible to other students. At a minimum, the student soft file will contain:
 1. Copy of most current undergraduate application for admission.
 2. Copy of most current registration form, if applicable.
 3. Copies of official transcripts, if applicable.
 5. Updated copy of student degree plan.
 6. Copy of most current purchase order(s).
 7. Copy of most current **Tuition Payment Information for Self Pay College Students** form (CD-121101.1), if applicable.
 8. Copy of Independent Course of Study Request form (CD-121101.2), if applicable; and all required paperwork to support the request including but not limited to all appropriate signatures.
 9. Copy of safety and classroom rules agreements..
 10. Copy of student grade report(s) or most recent unofficial transcript.
- c. **Student Hard File:** The facility College Facilitator along with the Registrar will maintain a student hard file for each student enrolled in postsecondary courses. These files will be maintained in a secure manner and will not be accessible to other students. At a minimum, the student hard file will contain:
 - 1) Verification of H.S.D. or High School Equivalency Credential Certificate.
 - 2) CASAS or TABE 10/11 Reading assessment indicating NRS Level 5 reading level or better.
 - 3) CASAS or TABE 10/11 Math assessment indicating NRS Level 5 math level or better (if applicable).
 - 4) Updated copy of the student’s current degree plan.

- 5) Copy of most recent unofficial transcript or student grade reports
 - 6) Original copy of current purchase order(s).
 - 7) Copy of diploma(s) and/or certificate(s), if applicable;
 - 8) Original copy of **Tuition Payment Information for Self Pay College Students** form (*CD-121101.1*), if applicable.
 - 9) Original copy of **Independent Course of Study Request** form (*CD-121101.2*), if applicable; and
- d. The College Facilitator will notify the College Coordinator of student enrollment changes such as drops, adds, withdrawals and late registrations.
 - e. The SOE is responsible for making all notifications when students transfer to another facility. If the student transfers to a facility that does not provide classes, the SOE at the sending facility will notify the SOE at the receiving facility and submit withdrawal paperwork.
 - f. The College Facilitator will enter postsecondary data in the current offender management database as outlined in Offender Management Program, (OMP) Procedures for Postsecondary Programs available on the NMCD network drive.
 - g. When a degree is earned and a diploma is awarded:
 - i. Receipt of degree and/or certificate must be logged into OMP narrative by college facilitator.
 - ii. A copy of the degree and/or certificate will be sent to the College Coordinator by the College Facilitator and document t in OMP under the education profile; education history.
 - iii. A copy of the diploma and will be filed in the Education Hard File.
 - iv. The College Coordinator will record the diploma in the current offender management database.
4. Independent Study Education
Inmate enrollment in correspondence courses that are not funded by NMCD ED is subject to the following conditions:
- 1) Independent Study request form must go through committee and stated on the inmate's chrono.
 - 2) All courses through colleges, universities or schools accredited/approved by the United States Department of Education and lead to a degree or certification.

- 3) All balances must be paid in full, a proof of official degree, and official transcripts prior to requesting an Lump Sum Award.
 - 4) Inmates must possess a HSD or HSE certificate unless the correspondence course requested is for this credential. This information must be recorded in the current offender management database as verified by the Education Department Verifications Records Office.
 - 5) Inmates are responsible for all tuition, course material, textbook, and postage costs. **Inmate must pay for it.**
 - 6) Inmates shall obtain registration forms, course catalogs, textbook and course material lists and order forms from the college, university or school in which they want to enroll; complete the registration form, indicating the course title(s) and numbers(s) that they wish to take; and using the **Independent Course of Study Request** form (*CD-121101.2*) gain approval from the Education Supervisor and Warden. The SOE is responsible for providing written approval or denial to the inmate.
 - 7) The College Coordinator will enter the outcome of Independent Course of Study requests in the current offender management database under OMP plan Notes.
 - 8) Inmates are responsible for the timely submission of assignments, projects, and examinations.
 - 9) Inmate must sign-in weekly with College Facilitator.
 - 10) Inmates must have textbooks and course materials sent to the facility Education Supervisor or appointee. The Education Supervisor or appointee shall forward the materials to the inmate.
 - 11) Course(s) being requested must not pose a threat to staff, inmates or institutional security. This includes course material which may be considered contraband under NMCD policy.
 - 12) Non approved "programs of study" will not be considered for an Lump Sum Award
5. Advising:

Under the Supervision of the ED, Superintendent and/or Deputy Superintendent the College Facilitator will be responsible for overseeing and providing academic advising and career counseling to students.

The College Facilitator will be available year-round to assist students, whether they are

currently enrolled, returning to college, or simply considering enrolling in college classes. The SOE's responsibilities as an advisor and career counselor for students will include but not be limited to the following:

- 1) Provide academic advising services to assist students in the achievement of their educational goals.
- 2) Help students set appropriate and achievable academic and career goals.
- 3) Keep students informed of university policies and programs.
- 4) Follow through with any actions identified during advising sessions.
- 5) Make accurate referrals for other services the student may require.
- 6) Maintain accurate records of all contacts and necessary documents.
- 7) Degree planning.
- 8) General transfer advisement including obtaining official transcripts and articulation of transfer credits into degree plans.
- 9) Class scheduling assistance.
- 10) Update degree plans.
- 11) Provide degree audits.
- 12) Monitor the progress of students until the student has met his or her educational goal in their area of interest.
- 13) General career planning and assessment.
- 14) Financial Aid needs.
- 15) Keeps all information regarding students' personal records confidential.
- 16) Train College Facilitators to assist students with advisement.
- 17) Encourage students to be self-sufficient in tracking academic progress and making educational and career decisions.

New Mexico Corrections Department
Tuition Payment Information
For Self-Pay College Students

College tuition is traditionally paid to the college at the beginning of each semester. Many colleges employ a payment plan system so that students can pay tuition throughout the semester. As a self-pay student, you will be asked to meet similar expectations. If you choose to make payments, payment in full will be due at the beginning of midterms.

Self-pay students are offered the same rate as students whose tuition is paid by the NMCD.

- Eastern New Mexico University Roswell branch = \$85.00/credit hour plus applicable fees for labs and books.
- Mesa land Community College = \$58.00/credit hour.

As a self-pay student, please tell us how you plan to pay your tuition and fees:

As a self-pay student, you agree to:

- Pay your tuition and fees in full.
- Pay your tuition and fees in full no later than the beginning of mid-terms.

You understand that:

- NMCD is not liable for your unpaid balances.
- A financial hold will be placed on your records for non-payment.
- You will not be allowed to register for subsequent semesters if your tuition and fees are not paid in full.
- It is your responsibility to remember when payment is due. Reminders will not be issued.
- Withdrawing from a class after the deadline does not release you from your financial responsibility.
- It is your responsibility to submit payment to the college. This cannot be done through NMCD Education staff.

Payments are submitted to the following addresses and should include your student ID number:

ENMU-R	Business Office
Business Office PO Box 6000 Roswell, NM 88202-6000	Mesalands Community College 911 South Tenth Street Tucumcari, NM 88401

I agree, and have read and understood all the above terms and conditions.

Print Full Name

NMCD #

Signature

Date

Independent Course of Study Request

NEW MEXICO CORRECTIONS DEPARTMENT, ED, EDUCATION DEPARTMENT

To: **Supervisor of Education**

From: _____

Date: ____/____/____

I would like permission to enroll in an independent course of study through _____

(Name of Institution)

This course of study is a _____(year/month) program in which I will earn a (certificate/degree) in the field of _____. This is a standard correspondence course of study and will not require internet access or the installation of any new software.

I also need permission to keep additional materials in my housing unit that may be more than standard policy permits. These materials would be stored in an appropriate space within my living space. Any additional materials may include:

- Books & workbooks;
- Erasers;
- Folders;
- Non-toxic highlighters;
- Paper (lined and unlined);
- Writing instruments; and
- Calculator.

This request is being submitted through the facility Education Supervisor in accordance with NMCD policies and procedures. I am aware that I am responsible for all costs associated with this course of study.

Please include the following with this form:

- Registration Form
- Relevant Course Catalog
- Textbook/Course Materials List
- Institution Information Forms/Order Forms
- Proof of Accreditation
- Payment Plan with inmate signature

_____ Student Name (printed)	_____ NMCD #
_____ Student Signature	_____ Date
_____ Education Supervisor Signature	_____ Date
_____ Facility Warden or Designee Signature	_____ Date
_____ Deputy Superintendent	_____ Date

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CNMCF	PNM	RCC	SCC	SNMCF	WNMCF
PO Drawer 1328 Los Lunas, NM 87031	PO Box 1059 Santa Fe, NM 87504	578 W. Chickasaw Rd Hagerman, NM 88232	PO Box 10, Area 1 Springer, NM 87747	PO Box 639 Las Cruces, NM 88004	PO Drawer 250 Grants, NM 87020

Inmate Purchase Order for College/Vocational Courses

Inmate Name: _____ NMCD#: _____ Date: _____
(Last, First, MI)

Please check **ONLY** one (1) box (must complete a separate form for each college):

Eastern New Mexico University - Roswell Mesalands Community College

TO: Education Department
New Mexico Department of Corrections, ED
Post Office Box 27116
Santa Fe, New Mexico 87502

You **WILL** be charged for the full price of each college course for which you are registered if any of the following occur:

1. Voluntary withdrawal after the course drop date.
2. Dismissal for disciplinary reasons, i.e. cheating, inappropriate conduct, tampering with or intentionally damaging classroom equipment or misuse of classroom equipment.
3. Grade of "D" or "F".
4. Transfer to a higher custody facility for disciplinary reasons.

You **WILL NOT** be charged for college courses if:

- a. You satisfactorily complete the course/courses.
- b. Due to no fault of your own, you are transferred to another facility where access to the course is not available.
- c. You are unexpectedly discharged or paroled before the course end date.

You **WILL** be charged for textbooks if they are lost or damaged.

Course#	Course Title	Sem Hours	Cost per Sem/Hrs	Total Course Cost	Reason for Charge(1,2,3,4)

Total: _____

Course#	Book Title & Edition	Cost	Reason for Charge (1,2,3,4)

Total: _____

Authorization is granted to debit my account and issue a check to the ED, Education Department in the total shown for the purchase of college course(s) and/or textbook(s) as indicated.

Approved: _____ Inmate Signature: _____ NMCD# _____
Education Supervisor

<i>School</i>	
<i>Address</i>	
<i>Fee</i>	

Transcript Request Form

DATE:	
NAME:	
Previous Name: (if Applicable)	
Social Security Number:	
Date of Birth:	
Dates of Attendance:	
Current Address:	

Daytime Telephone Number:

Signature: _____

NEW MEXICO CORRECTIONS DEPARTMENT
Postsecondary Education Audit Tool

A. Documentation and Student Hard File Maintenance:

The following information should be located in the student hard files:

1. A verification form indicating that the student has a H.S.D or G.E.D. **Note:** Verification of H.S.D. or G.E.D. must also be indicated on CMIS.
2. CASAS or TABE 9/10 reading assessment indicating a NRS Level 5 reading level.
3. CASAS or TABE 9/10 math assessment indicating a NRS Level 5 math level must be located in the student hard file for any student who is currently enrolled in or has previously taken math or science classes.
4. Updated copy of student degree plan.
5. Copy of student grade reports or most recent unofficial transcript.
7. Original copy of current purchase order(s).
8. Copy of college diplomas, if applicable.
9. Original copy of **Tuition Payment Information for Self Pay College Students** form (*CD-121101.1*), if applicable.
10. Original copy of **Independent Course of Study Request** form (*CD-121101.2*), if applicable.

B. Student Soft File Maintenance:

College Facilitator should maintain a soft file for each student enrolled in postsecondary educational programming. At a minimum, the following information should be located in the student soft files:

1. Copy of most current undergraduate application for admission.
2. Copy of most current registration form, if applicable.
3. Copies of student transcript/grade report request forms where transcripts have not been sent yet.
4. Updated copy of student degree plan.
5. Copy of most current purchase order(s).
6. Copy of most current **Tuition Payment Information for Self Pay College Students** form (*CD-121101.1*), if applicable.
6. Copy of safety and classroom rules agreements.
7. Copy of career exploration assessments results, if applicable.

C. Student Qualification Requirements:

Each student requesting admission into any NMCD Postsecondary Educational program must meet the “Student Qualification Requirements” as outlined in the NMCD Postsecondary Education Policy. At a minimum college facilitator should verify the following information before enrolling inmates into NMCD postsecondary classes:

1. Student possesses a H.S.D. or G.E.D.
2. Student has demonstrated a NRS Level 5 reading level on CASAS or TABE 9/10.
3. Student has demonstrated a NRS Level 5 math level on CASAS or TABE 9/10 (when applicable.)
4. Student must have at least six months remaining on their sentence and based on discharge date as recorded on CMIS.
5. Student must sign purchase(s) for courses and materials.
6. Student has maintained a 2.0 GPA.
7. Must have six months of clear conduct from a minor misconduct report and twelve months of clear conduct from a major misconduct report.

D. Offender Management Database Requirements:

SOE must complete certain actions in the offender management database:

1. Students are enrolled in College Facilitation class section;
2. Attendance has been entered at least weekly;
3. Students are enrolled in postsecondary institution class section;
4. Grades have been entered for previous semester;
5. Previous semester postsecondary institution classes are closed;
7. Students have a College Degree Program Goal;
8. Students have a Semester Activity;
9. Completed activities are closed;
10. Completed goals are closed; and
11. Withdrawals are properly recorded.